

# POSITION AVAILABLE: REINDEER RUN RACE DIRECTOR

The Chatham County Partnership for Children seeks qualified proposals for a Reindeer Run Race Director to serve on a short term (6 month) contract basis as described below. Proposals are due to Genevieve Megginson, Executive Director, by **June 15, 2018**.

## JOB DESCRIPTION

The Race Director will be responsible for managing all aspects of the *14<sup>th</sup> annual Reindeer Run 5K*, a community event raising funds to support promotion of healthy lifestyles for all, to be held on **December 8, 2018**.

## KEY RESPONSIBILITIES:

- Develop and maintain a written detailed work plan with Executive Director, updated as needed
- Manage all logistics of the race as outlined on the attached Planning and Task Lists and including pre-event registration packet pick up, race day set up, and take down & clean up.
- Solicit Race Sponsors and donations in coordination with the Executive Director.
  - Work with Executive Director to develop the event budget and identify fundraising goals
  - Partner with Executive Director to identify sponsors and develop Sponsorship Benefits Package
  - Solicit and manage race sponsorships and provide monthly reports to Executive Director
  - Identify and secure in-kind and monetary donations
- Recruit and manage volunteers
- Organize and manage the Reindeer Run Race Advisory Committee.
- Manage inventory, purchase and distribute all materials, including but not limited to race shirts, donated participant bag items, and award items
- Coordinate logistics with key partners, including but not limited to Central Carolina Community College (the race location), law enforcement (Pittsboro PD and Chatham County Sheriff's Office), Town of Pittsboro public works, Chatham County Parks and Rec Department, Chatham County Public Health Department, timing company, online registration service, and medical services.
- Complete all event-related paperwork including but not limited to purchase orders in accordance with the Partnership Financial Policies and Procedures
- Develop and execute a promotion plan including but not limited to fliers, websites, newspapers, and social media
- Communicate with race participants

## QUALIFICATIONS

Qualified applicants should demonstrate communication and leadership skills necessary for successful fulfillment of key responsibilities; experience with race management and logistics is also required. Minimum education is: Associates Degree, with **BA/BS** degree preferred.

## COMPENSATION

Cost Proposal must specify and detail requested compensation total not to exceed amount and terms of payment.

## SUPERVISION AND SCHEDULE

Reports to the Executive Director; must be available June through December 2018, including evening and occasional weekend meetings, and long hours during race preparation week as well as **race day, DECEMBER 8, 2018**.

## CONTACT/HOW TO APPLY

Please submit a resume describing qualifications and experience along with a cost proposal as described above. EMAIL SUBMISSION TO: [genevieve@chathamkids.org](mailto:genevieve@chathamkids.org). Interested applicants may email to request a phone interview or appointment to discuss the position prior to applying.